

MILPERSMAN 1306-1718

AVAILABILITY PROCESSING - SUBMISSIONS

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN	678-5125
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	NAVPERSCOM (PERS-40A3)		DSN	874-3553
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	NRPC (Code 40)		DSN	678-1216
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References	EPMAC 1080#1 UM-02, Diary Message Reporting System Users' Manual (DMRSMAN)
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1. **Policy.** An availability report is the communication to the assignment control authority (ACA) that an individual requires assignment/reassignment. In that the ACA is not the same for all personnel, it is **critical** that local commands transmit the availability to the proper ACA.

2. **Submission Methods for Availability Reports**

a. For activities using the Navy Standard Integrated Processing System (NSIPS), all availabilities will be submitted using NSIPS. For activities not on NSIPS, submit all availability reports to Enlisted Placement Management Center (EPMAC), "EPMAC DIARY NEW ORLEANS LA," per reporting procedures outlined in DMRSMAN, section 2 and using the formats in DMRSMAN, section 15.

b. The following exceptions apply:

(1) Class "F" (accessions) and Class "D" Code "DZ" availabilities. Submit via naval message per MILPERSMAN 1306-1716.

(2) Class "D" Code "DG" availabilities. Submit via naval message to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F).

(3) Training and Administration of Reserve (TAR) availability reports. Submit all TAR availability reports to Naval Reserve Personnel Center (NAVRESPERSCEN) (N40).

(4) Active Duty for Special Work (ADSW). **Do not submit** availability reports on ADSW personnel. Contact NAVPERSCOM, Shore Special Programs Assignment Branch, ADSW liaison (PERS-4010E), for further information.

(5) Members in receipt of orders or in a temporary duty under instruction (TEMDUINS) status under orders with an ultimate (follow on) duty assignment.

(a) If a member in this category becomes available, availability report **must** be submitted via naval message to the appropriate ACA.

(b) If member is a travel status (accounting category code (ACC) 400), member **must** be reported on board for **duty** prior to availability submission.

3. Transmission Methods for Availability Reports

a. The **primary means** of transmitting availability reports are Diary Message Reporting System (DMRS) and NSIPS.

b. Listed below are **alternative means** for transmitting availability reports to the appropriate ACAs. These alternate means should be used for certain class availabilities or when use of primary method(s) is not possible or will not meet specific criteria of availability report.

ACA *Naval Message	Facsimile (FAX)	Letter	E-Mail
NAVPERSCOM (PERS-40A3) Info (PERS-452C)	DSN 882-2647 COM (901) 874-2647 Verify receipt: DSN 882-3539 COM (901) 874-3539	5720 Integrity Drive Millington, TN 38055	Pers40a3@ persnet.navy.mil
EPMAC (EP-47)	DSN 678-1122 COM (504) 678 1122 Verify receipt: DSN 678-1781 COM (504) 678-1781	4400 Dauphine Street New Orleans, LA 70149-7800	Ep47@epmac. nola.navy.mil
NAVRESPERS-CEN (N40)	DSN 678-6211 COM (504) 678-6211 Verify receipt: DSN 678-1216 COM (504) 678-1216	4400 Dauphine Street New Orleans, LA 70149-7800	nrpc_4reqs@navy.mil

*Ensure proper PLAD is utilized.